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## PROCEDURE FOR ASSOCIATION'S PARTICIPATION IN THE PRODUCT APPROVAL SUBMITTAL CHECKLIST #0345

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The Product Control Section encourages the participation of associations, which are representative of industry, in the testing process for products. In order to facilitate participation in the testing sharing of identical products, this section has developed this following procedure:

All industry associations wishing to take advantage of this opportunity must submit an application and fee to obtain a Certificate of Competency from the Product Control Section. Said application must be accompanied by a detailed proposal expressing their interest to participate. This request must be in the association letterhead. Such submittal must address the following:

- ☐ Scope;
- ☐ Organization;
- ☐ List of members;
- ☐ Membership Criteria;
- ☐ Quality Assurance;
- ☐ Policy on handling complaints against members;
- ☐ Policy on handling misuse of products by members;
- ☐ Policy on handling misuse of test data by members;
- ☐ Copies of minutes of meeting in which officers and members approved this proposal;
- ☐ Continuing education of members;
- ☐ Policy for reviewing and evaluating member's products;
- ☐ Test results submittal procedures;
- ☐ List with names, addresses, phone numbers and manufacturer's names of each association officer;
- ☐ Name of appointed association officer to act as County-Association liaison;
- ☐ Street address of association's headquarters;
- ☐ Copy of Association incorporation documents, approved by the State of Florida.

### Certificate of Competency Renewal

The certificate of Competency will expire September 30 of each year. Renewal submittals must include the following:

- ☐ Application (green);
- ☐ Filing fee;
- ☐ Updated list of participating members in the association;
- ☐ Copy of all the year's quality control inspection reports conducted by your association for each of the participating members;
- ☐ Copies of minutes of all association meetings held for the year.

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Internet mail address: [postmaster@buildingcodeonline.com](mailto:postmaster@buildingcodeonline.com)

Homepage: <http://www.buildingcodeonline.com>